



EASTERN OREGON UNIVERSITY TRAVEL AUTHORIZATION-BLANKET

SECTION 1: TO ESTABLISH A BLANKET TRAVEL AUTHORITY

NAME: _____ DEPARTMENT: _____

PURPOSE: _____

BEGINNING DATE _____ ENDING DATE _____

Valid for one term only--Fall (Sept-Dec), Winter (Jan-Mar), Spring (Mar-June), Summer (June-Sept)

ITINERARY FOR SCHEDULED TRIPS (NOT TO INCLUDE FOREIGN OR OUT-OF-STATE TRAVEL)

| Date | From | To | Date | From | To |
|------|------|----|------|------|----|
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AMOUNT APPROVED: _____

INDEX CODE: _____

ACCOUNT CODE: _____

(EMPLOYEE SIGNATURE) (DATE)

BANNER GENERATED NUMBER (REQUIRED): 910

Approval: I certify that these trips are necessary and that required funds are allotted for these expenditures.

(DEPT. HEAD APPROVAL) (DATE) (CABINET LEVEL SIGNATURE-WHEN REQUIRED) (DATE)

(DEAN / DIRECTOR APPROVAL) (DATE)

SECTION 2: TRIP COST WORKSHEET

ANTICIPATED TRIP COSTS

Mileage _____ miles x \$0.565/mile: \$ _____

Per Diem:

| | | |
|--------------|-----------|-------|
| Meals | \$ | _____ |
| Lodging | \$ | _____ |
| Other | \$ | _____ |
| Total | \$ | _____ |